

DEPARTMENT OF THE ARMY
HEADQUARTERS, UNITED STATES ARMY MATERIEL COMMAND
5001 EISENHOWER AVENUE, ALEXANDRIA, VA 22333-0001

AMC MEMORANDUM
NO. 600-3

2 March 1993

Personnel--General

LEAVE PROCEDURES

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1. Purpose. This memorandum prescribes policy, procedures, and responsibilities for leave procedures for military personnel assigned to the headquarters staff.

2. Scope. This memorandum applies to military personnel assigned to the Headquarters, U.S. Army Materiel Command (HQ AMC), and all collocated activities attached to HQ AMC for personnel support.

3. Responsibilities. a. Each soldier is responsible for properly initiating and terminating his/her leave.

b. The Chief, Headquarters Personnel Service Center, (HQ PSC), is responsible for providing administrative support required to account for days of leave taken.

4. Procedures. a. When possible, individuals planning leave should initiate a DA Form 31 (Request Authority for Leave) (blocks 1 thru 4 and 6 thru 14) at least 30 days prior to departure. The 30-day period is especially critical when applying for authority to visit foreign countries. Upon receipt of supervisor's approval (block 15) of DA Form 31, it must be provided to HQ PSC for signature by the approving authority (Chief, HQ PSC, Noncommissioned Officer, or Military Personnel Technician).

b. Approving authority will complete blocks 5 and 16 through 20 of DA Form 31. This approval authorizes the leave and also signs the individual out on leave. If no change in the soldier's departure date is reported to HQ PSC, soldier will be considered on leave as of date indicated in block 18 of DA Form 31.

*This memorandum supersedes AMC-M 600-3, 21 December 1978.

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c. Soldier will inform HQ PSC (duty officer during nonduty hours) immediately upon termination of leave.

d. Delayed notification of cancellation or termination of leave can affect individual's Army/Air Force Leave and Earning Statement. The day of departure and the day of return can be considered duty days if the soldier elects to perform duty at his/her normal place of work for more than one-half day prior to going on or coming off leave. The following procedures apply:

"It is the responsibility of the soldier upon return from leave to provide notification, (DA Form 647-1) Personnel Register Card, to the HQ PSC when he or she performed duty on either the day of departure or the day of return. Such statement should be signed by the same supervisor who authenticated item 15, DA Form 31, and must be furnished to HQ PSC within 24 hours after the member's return to duty."

e. Requesting and canceling leaves in the past has had an adverse affect on duty rosters, especially during holiday periods (Thanksgiving, Christmas, New Year, etc.). Soldiers who requested and then did not take leave during past holiday seasons placed an unfair duty burden on personnel who accurately planned their leaves through the holiday period. If a leave is canceled after a duty roster is published, that individual will be placed back on the roster in their former numerical standing.

5. References. AR 630-5, Leaves and Passes, and AMC-M 1-3, Headquarters AMC Staff Duty Officer Detail.

(AMCPE-AS)

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